



Superior Court of California
County of Calaveras

COURT FISCAL TECHNICIAN - Confidential

POSITION DEFINITION:

Under general supervision this technical level position reviews and records accounting and financial data within established systems and procedures and provides other administrative support duties. In addition, the position is responsible for providing support for the court's human resources program.

DISTINGUISHING CHARACTERISTICS:

This is a single level classification. Incumbents perform work in fiscal services and human resources support. This class is distinguished from the higher level fiscal and human resources position in that the latter performs more difficult and complex duties and may have responsibility for mentoring, training and assigning work to the former. The Court Fiscal Technician - Confidential is an "at-will" position.

EMPLOYMENT AT WILL:

This classification is established as an "at-will" position and, as such, the incumbent serves at the pleasure of the Court Executive Officer. The Court Executive Officer has the right to terminate the employment of any incumbent in this position, at any time, with or without advanced notice and with or without cause.

SUPERVISION RECEIVED AND EXERCISED:

This class receives direct supervision from the Administrative Services Manager.

QUALIFICATIONS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

1. Employee must have proficient knowledge of:
 - a. Practices, procedures and methods of the maintenance and review of financial, or statistical records, and generally accepted and/or government accounting principles.
 - b. Payroll processes and laws.
 - c. Basic principles and practices of public human resources administration.
 - d. Modern office practices, procedures and equipment.
 - e. Microsoft Word, Excel and financial recordkeeping software.
 - f. Policies, procedures, documents and terminology affecting assigned functions.
 - g. Basic methods of internal audits and journal preparation and reconciliation.
 - h. Financial statistical reports and general ledger.
 - i. Principles and techniques of effective oral and written communications.
 - j. Basic public relations techniques.

2. Employee must have the ability to:
 - a. Work on an established set of tasks in accordance with the pre-established policies, procedures and standards.
 - b. Maintain strict confidentiality of court management files and information as may be obtained or encountered in the performance of ones duties.
 - c. Exercise independent judgement in the analysis and interpretation of financial and statistical data and the application of accounting procedures.
 - d. Maintain and review financial and statistical records.
 - e. Organize, prioritize, and coordinate assigned work activities.
 - f. Type with sufficient skill to complete forms and process data using a computer.
 - g. Create and maintain complex spreadsheets
 - h. Analyze situations accurately and adopt an effective course of action.
 - i. Follow oral and written directions and use good judgment in recognizing the scope and limit of delegated authority.
 - j. Communicate orally and in writing on accounting issues with individuals with varying degrees of accounting familiarity.
 - k. Organize work and setting priorities to meet deadlines and working within prescribed time constraints.
 - l. Establish and maintain effective working relationships with those contacted in the course of work.
 - m. Understand and follow detailed instructions.
 - n. Review work for accuracy and procedural conformance.
 - o. Work neatly, accurately and systematically.

5. Employee must have and maintain the following certifications / licenses:
 - a. A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

6. Employee must not contribute to or create a hostile work environment:
 - a. Employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee.
 - b. As an essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, judicial officers, supervisors, subordinates, outside contractors, and other agency personnel.

7. Employee must have the following minimum experience or training:

Any combination of training and experience that would likely provide the essential knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required would be:

Completion of two years schooling in an accredited college or university in Personnel Administration, Business Administration, Public Administration or a closely related field.

Or

Two years of experience in the field of fiscal and human resources. Experience with a public agency, or court, and college-level coursework in accounting and human resources are highly desirable.

8. Employee must fulfill the following special requirements:

- a. Sit for extended periods of time; frequently stand and walk or otherwise move within the court; normal manual dexterity and eye-hand coordination; corrected vision to normal range; verbal communication; use of office equipment, including computers, telephones, calculators copiers and FAX machines;
- b. Tolerate exposure to defendant's and other members of the public who may potentially be verbally or physically abusive; allergens, such as perfumes and dust; unpleasant odors, such as unwashed clothing and people.
- c. Physical ability to lift and carry objects weighing up to 30 pounds without assistance.

TYPICAL PHYSICAL REQUIREMENTS (With or Without Reasonable Accommodation)

- Ability to use a personal computer and its peripherals including keyboarding, mouse and monitor use for extended periods of time.
- Ability to grasp and manipulate files.
- Frequent hand and/or wrist motion.
- Frequent reaching at or above shoulder level.
- Ability to sit for extended periods of time; frequently stand and walk or otherwise move within the court;
- Normal manual dexterity and eye-hand coordination; corrected vision to normal range; verbal communication;
- Lift boxes of stored documents weighing up to 30 pounds.

Employee must fulfill the following special requirements:

None

TYPICAL DUTIES ASSIGNED TO FISCAL SERVICES TECHNICIAN I:

Depending on assignment, duties may include, but are not limited to, the following:

- Processes Accounts Payable in SAP.
- Computes obligations, and collects and verifies supporting documentation.
- Prepares accounting systems documents (e.g. vouchers, warrants, transfers and checks) for approval and distribution.
- Audits financial accounts.
- Tracks and monitors compliance with purchase orders, contracts and grants in accordance with the Judicial Branch Contracting Manual.
- Process purchase orders, invoices, vendor records, and expense forms as directed and in accordance with Trial Court Financial Policies and Procedures Manual and utilizing manual and automated accounting systems.
- Reviews travel claims for compliance with Judicial Council Financial Policies and Procedures Manual.
- Conducts regularly scheduled and year-end closing of account ledgers and books as directed.
- Computes accounts receivables, calculates assessments, prepares collection letters, tracks status and transfers receivables to collection services in accordance with local policies and procedures.
- Processes bi-weekly ADP payroll for 22+ employees.

- Answer financial inquiries from the public or court staff.
- Assists in designated areas of Human Resources functions including, but not limited to employee benefits, open enrollment; payroll, recruitment and the collective bargaining process.
- Maintains cost accounting records by supervising and participating in the computing, allocating, and posting of costs to various accounts; computes and allocates charges and depreciation costs; prepares summaries and cost statements.
- Recommends accounting practices and procedures.
- May type financial or statistical worksheets, requisitions, forms, form letters and miscellaneous reports; operates adding machines, calculators, and computer terminals.
- Serves as a resource person to supervised employees; answers questions regarding procedures, rules, and regulations.
- May be required to attend off-site training.
- Performs other related duties as required.